Kentucky Department of Education 2015-16 KSIS Beginning-of-Year Training

Capital Plaza Tower, State Board Room (125) and Webcast
July 22-23, 2015
9:30 a.m. Eastern / 8:30 a.m. Central

Your links to join the meeting

The Webcast will be opened at 9:00 a.m. (EDT) for login.

If you are using a Windows-based device, right click and open hyperlink or copy below and paste into your browser: mms://video1.education.ky.gov/encoder3a

If you are using a smartphone (Droid, iPhone or Mac), right click and open hyperlink or copy below and paste into your browser: http://mediaportal.education.ky.gov/watch-live/

To ask questions and interact with the presenters right click and open hyperlink or copy below and paste into your browser: http://app.gosoapbox.com Access Code: KDEData

Have a technical issue? Contact your district technician.

Welcome and Housekeeping

Becky Jenkins
KIDS, Enterprise Data Division

Q&A and EILA Credit

- **Presentation slides and notes, and training agenda:** KDE KSIS Training Web page
- **Have a question?** Post it to GoSoapBox and it will be answered during or the at the end of the session.

  http://app.gosoapbox.com Access Code: KDEData
- **Want EILA credit?** Be sure to register and complete the online training evaluation/self-attestation survey.

Start	Session	Presenter
9:30	Welcome & Housekeeping	Becky Jenkins, Office of Knowledge, Information and Data Services (KIDS) Enterprise Data Division 502-564-2020 x 2475
9:35	Preschool	Annie Rooney-French, Office of Next Generation Learners, Division of Program Standards 502-564-2106 x 4736
10:05	Early Graduation	Kelly Clark, Office of Next Generation Learners, Division of Program Standards 502-564-2106 x 4521
10:35	Break	
10:50	English Learners (EL) Data Cleanup	Gary Martin, Office of Next Generation Learners, Division of Learning Service 502-564-4970 x 4157
11:10	Data Security Best Practices	Robert Hackworth, Office of Knowledge, Information and Data Services, Division of Engineering and Management 502-564-2020 x 2436
11:40	Lunch	

Start	Session	Presenter
1:00	KTS Data Exchange: Proper Setup for Accurate Grade Sync	v, Office of Career and Technical Education, Division of Technical Schools and Federal Programs 502-564-4286 x 4205
1:45	Break	
2:00	KTS Attendance Processing from The High School Perspective	Tanya Fluke, Office of Career and Technical Education, Division of Technical Schools and Federal Programs 502-564-4286 x 4205
2:45	2015-16 Dropout Report (SY 2014-15 data)	Cheri Meadows, Office of Administration and Support, Division of District Support 502-564-5279 x 4451
3:15	Wrap-up and Adjourn	Becky Jenkins

Preschool
Begins at 9:35 a.m. (EDT)

You can ask questions and interact with the presenters through GoSoapBox: http://app.gosoapbox.com
Access Code: KDEData

Enrolling Preschool Children in IC

Annie Rooney French Ph.D., Preschool Consultant
Office of Next Generation Learners
Division of Program Standards

Preschool in Infinite Campus

Agenda

- ▸ Directions for enrolling preschool children
- ▸ Changes for 2015–16 school year
- ▸ Including children from First Steps and Head Start

Annie Rooney French

Grade 97, 98, 99

- A child in:
  - Grade 97– the child was 2 years old on Aug. 1; turns 3 after August 1st
  - Grade 98 – the child was 3 years old on or before August 1st
  - Grade 99 – the child has their 4th birthday on or before August 1st
- If an at risk child comes to your district and the child turns 4 after August 1st, that child would be eligible for preschool next year.

Preschool Eligibility

- If a child arrives who is eligible for the preschool program (with a disability or at risk) during the school year, the district is required to accept the child
- State funded preschool programs may not have a waiting list; the services must be provided.
- Districts may accept over income or other children at their discretion if space is available

Grade 99 At Risk

- This category is only for children who are enrolled in Grade 99; 4 years old by August 1
- For 2015–16, eligibility changes from 150% to 160% of the Federal Poverty Rate
- The check box will change to say, "State Funded At Risk" in an upcoming release

Preschool Type

- ☐ Disabled State Fund
- ☐ Head Start
- ☑ Up to 150% of the Fed. Poverty
- ☐ Head Start Enhanced
- ☐ Over Income Preschool
- ☐ Other, Specify

[   ] Other

Eligibility for preschool and K

- The date of preschool eligibility for at risk was changed to August 1 last year (2014-15)
- The eligibility for kindergarten remains October 1st until the 2017-18 school year
- 5-year-old children with birthdays between August 1 and October 1 could be eligible for either preschool or kindergarten
- KDE will support at risk funding for only one year of preschool (grade 99)

Grade 99 with disabilities continued from the previous year

▸ Enroll the child at the beginning of the school year

▸ Check "Disabled State Fund"

▸ These other boxes may be checked

  ◦ For Grade 99 – State-Funded at risk or
  ◦ For Grade 99 – Over Income
  ◦ Head Start Enhanced

Grade 99 in KSI/RTI

If the child failed screening but is not at-risk

- Enroll the child in the preschool program (with parents permission)
- The child may be enrolled as enrollment type N if interventions are provided outside of school, or
- Enrollment type P if the child is receiving interventions in the classroom

Grade 99 in KSI/RTI

- Do not create a preschool tab during KSI interventions
- If the child is determined eligible, end date the original enrollment using the W01 code and re-enroll the child using the R01 code using the date of the IEP or soon afterwards.
- Enter appropriate data on the preschool tab reflecting the new enrollment date. Children should have one active preschool record.

Grade 99 in KSI/RTI

- If the child does not qualify for special education services, and will not enter into the preschool program, the district should end the child's enrollment using the C01 code
- Another option (based on district policy) would be to enroll the child in the regular program as an over-income or other eligibility (no funding) preschool student

Grade 99, 98 and 97 with disability

For the children where the IEP is created during the current school year and the child is served in the preschool classroom

- Enrollment Service Type "P" Primary
- The IEP date must match the enrollment date
- The preschool tab should have "Disabled State Fund" checked

Preschool Type

☑ Disabled State Fund
☐ Head Start
☐ Up to 150% of the Fed. Poverty
☐ Head Start Enhanced
☐ Over Income Preschool

Grade 99, 98 and 97 with disability

Enrollment Type "N" special ed only

- This is a child who is receiving only special ed services, no preschool classroom services. He/she is brought to the school for intervention, or a district person goes to a home or other setting to provide services
- Do not fill out the preschool tab for children in Enrollment Type N

Grade 99, 98 and 97 with disability

- If "home" is checked, the child will only count for IDEA (Part B) funding, not preschool state funds

- Head Start and contracted site children with disabilities will be entered into the IC system. If the Head Start school is not in the system, use the elementary school where the child will attend for kindergarten

"Other" children served in grades 99, 98 and 97 (no disabilities)

- Possible enrollees include over income children, English Learners, universal preschool (all 4s), tuition, etc.
- Fill out the preschool tab and check Over Income or Other
- They will show up in the preschool count but they are not counted for funding purposes.

Head Start
served in a school district building

- A Head Start child may receive preschool services in the school building. Often these are blended programs. A child may also be receiving services such as lunch, transportation and other related services.
- Mark the preschool type as "Head Start". Do not mark other items such as at risk status or other. No need to fill out the Family Component or home visit dates.

Head Start Enhanced

- Includes preschool children who are state-funded and are also receiving "enhanced" Head Start funds. These children are receiving Head Start services in addition to preschool services.
- Choose the state funded eligibility criteria such as State Funded At Risk and/or Disabled State Fund. Also click on Head Start Enhanced.

Head Start Enhanced

- A child may **not** be both Head Start and Head Start Enhanced
- Head Start grantees have a limited number of Head Start Enhanced slots available
- Head Start Enhanced children may **not** be included in the Head Start Full Utilization number of at-risk 4 year olds

First Steps

- Enroll First Steps children as Enrollment Service Type "N" Special Ed Services in order to provide interventions during the time of determining eligibility
- Do not click on "State Exclude"

First Steps

- Do not fill out the preschool tab until he/she is determined eligible for special education services.
- If the child is determined to be eligible for preschool services, end date the initial enrollment using the W01 code and begin their new enrollment using the R01 code. Make sure the preschool start date on the tab also matches the new start date.

Contact

▸ For additional information please contact:

Annie Rooney French Ph.D.
annie.rooney-french@education.ky.gov
502-564-7056 x4736

Early Graduation
Begins at 10:05 a.m. (EDT)

You can ask questions and interact with the presenters through GoSoapBox: http://app.gosoapbox.com
Access Code: KDEData

Early Graduation

Kelly Clark, Strategy Lead: Early Graduation
Office of Next Generation Learners
Division of Program Standards

Beginning 2014-2015

▸ DEFINED

A student meeting the performance criteria <u>AND</u> doing so in three years or less of high school and before the age of 18.

▸ MEETING THIS CRITERIA
  ◦ Meet proficiency benchmarks on four required end-of-course exams after taking the courses (ENG II, ALG II, BIOLOGY, US HISTORY)
  ◦ Meet CPE-ACT defined college readiness benchmarks
    (English = 18, Reading = 20, Mathematics = 19)
    Or Meet CPE defined college readiness benchmarks on COMPASS or KYOTE

Flagging the student in IC

Step-by-step screen shots can be found in Guidance Document

Students must be flagged correctly by October 1st

Letters of Intent must be placed in student ILP

New this year: Student Survey

Kelly Clark

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Data Entry for Early Graduation Students

Program Flag – Intent for Early Graduation

Kelly Clark

Early Graduation vs. graduate early

▸ What's the difference?

District	School	Last Name	First Name	Grade	DOB	Cohort Year	Start Date	End Date	Eligibility Start Date	Eligibility End Date	Participation Details	Enrollment End Date	Enrollment End Status	Diploma Date
ABLE	ABLE HS	Smith	Johnny	12	6/1/1997	2015	12/3/2014					12/19/2014	G01	12/19/2014

Student is already in 4th year of high school - NOT ELIGIBLE to be part of Early Graduation program - do not flag 12th graders

District	School	Last Nar	First Na	Grade	DOB	Cohort Year	Start Date	End Date	Eligibility Start Date	Eligibility End Date	Participation Details	Enrollment End Date	Enrollment End Status	Diploma Date
ABLE	ABLE HS	Smith	Johnny	12	2/18/2000	2017	8/20/2014					6/4/2015	G01	6/4/2015
ABLE	ABLE HS	Carter	Jane	12	2/25/1998	2016	8/6/2014		8/6/2014			6/4/2015	G01	6/4/2015

Student's Cohort years show that they are in 10th and 11th grade - and graduated this year (2015)
by marking them as 12th graders rather than their actual grade level
- KHEAA WILL NOT recognize them as being part of Early Graduation and WILL NOT pay out the Scholarship

Student Grade:
Students in Early Graduation MUST be marked as being in the 9th, 10th or 11th grade

Kelly Clark

Only flag students in high school

District	School	Last Nam	First Na	Grade	DOB	Cohort Year	Start Date	End Date	Eligibility Start Date	Eligibility End Date	Participation Details	Enrollment End Date	Enrollment End Status	Diploma Date
ABLE	ABLE ES	Smith	Johnny	2	5/7/2007		4/15/2014	4/9/2015				5/29/2015	CO1	

Student is in 2nd grade - NOT ELIGIBLE for Early Graduation (yet)
Wait until high school entry to flag student. Well done for thinking ahead...just don't flag quite yet.

Kelly Clark

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District	School	Last Name	First Name	Grade	DOB	Cohort Year	Start Date	End Date	Eligibility Start Date	Eligibility End Date	Participation Details	Enrollment End Date	Enrollment End Status	Diploma Date
ABLE	ABLE HS	Smith	Johnny	11	5/7/1996	2015	9/30/2014					5/29/2015	G03	5/29/2015

This student's cohort year indicates this would be their 4th year in high school, they are NOT ELIGIBLE for Early Graduation. The G03 code also shows they did not meet the Early Graduate requirements in three years or less of high school. The end and start dates and eligibility dates are blank- raising questions about this student.

COHORT YEAR

Kelly Clark

District	School	Last Name	First Name	Grade	DOB	Cohort Year	Start Date	End Date	Eligibility Start Date	Eligibility End Date	Participation Details	Enrollment End Date	Enrollment End Status	Diploma Date
ABLE	ABLE HS	Smith	Johnny	11	6/18/1998	2016	9/30/2014	2/10/2015	9/30/2014	2/10/2015	Voluntary Acader	5/29/2015	CO1	

The red arrows show how the start date and eligibility start dates have been entered correctly BEFORE the OCTOBER 1st cut-off
The blue arrows show the end date and eligibility end date filled out correctly. This student withdrew from EG in February.

START DATE and ELIGIBILITY START DATE
Each serves a different function – BOTH must be filled out

Kelly Clark

District	School	Last Name	First Name	Grade	DOB	Cohort Year	Start Date	End Date	Eligibility Start Date	Eligibility End Date	Participation Details	Enrollment End Date	Enrollment End Status	Diploma Date
ABLE	ABLE HS	Smith	Johnny	11	6/18/1998	2016	9/30/2014	2/10/2015	9/30/2014	2/10/2015	Voluntary Acader	5/29/2015	CO1	

The red arrows show how the start date and eligibility start dates have been entered correctly BEFORE the OCTOBER 1st cut-off

The blue arrows show the end date and eligibility end date filled out correctly. This student withdrew from EG in February.

END DATE and ELIGIBILITY END DATE
Each serves a different function – BOTH must be filled out
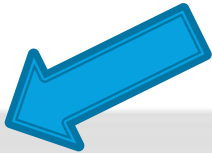
Kelly Clark

PARTICIPATION DETAILS ▶▶

Kelly Clark

What Graduation code do I use for Early Graduates?

If the flagged Early Graduate completes the program successfully, you use the

- G-01 Code-A pupil who graduates in less than four (4) years

If the student exits Early Graduation, they should have one of these:

- C-01 A pupil who completes the school year in the school of the most current enrollment or
- One of the applicable W-Codes

District	School	Last Nar	First Na	Grade	DOB	Cohort Year	Start Date	End Date	Eligibility Start Date	Eligibility End Date	Participation Details	Enrollment End Date	Enrollment End Status	Diploma Date
ABLE	ABLE HS	Smith	Johnny	10	5/19/1999	2017	9/4/2014	6/2/2015	9/4/2014	6/2/2015	student scored a	5/29/2015	CO1	
ABLE	ABLE HS	Smith	Jane	11	4/16/1998	2016	8/18/2014		8/18/2014	5/11/2015		5/29/2015	G01	5/29/2015
ABLE	ABLE HS	Smith	June	9	11/25/1999	2018	8/18/2014		8/18/2014			5/29/2015	CO1	

These are CORRECT EXAMPLES with all the fields filled:
Johnny exited EG and will return as a "regular" 11th grader
Jane successfully completed EG and has graduated- when they passed EOC (Not necessary)
June entered EG this year and still has two years to complete, should not have any "end" dates filled.

Kelly Clark

You would NEVER use a G02, G03 or G04 code for an Early Graduate, since those codes indicate graduating in four or more years and Early Graduates MUST graduate in three years or less.

For more information:

http://education.ky.gov/districts/tech/sis/Documents/EOYGraduateCode_2014-15.pdf

District	School	Last Nar	First Na	Grade	DOB	Cohort Year	Start Date	End Date	Eligibility Start Date	Eligibility End Date	Participation Details	Enrollment End Date	Enrollment End Status	Diploma Date
ABLE	ABLE HS	Smith	Johnny	11	5/7/1996	2015	9/30/2014					5/29/2015	G03	5/29/2015

This student's cohort year indicates this would be their 4th year in high school, they are NOT ELIGIBLE for Early Graduation. The G03 code also shows they did not meet the Early Graduate requirements in three years or less of high school. The end and start dates and eligibility dates are blank- raising questions about this student.

Few things to remember

- G–code at graduation ends the student's record in IC

- Only fill out Participation Details if student withdraws

- Must keep students in IC in 9th, 10th or $11th$ grade for KHEAA to award Scholarship and KEES money

Kelly Clark

Resources on KDE Website

- Early Graduation page and supporting documents

- Early Graduation Data Standards

http://education.ky.gov/educational/AL/earlygrad/Pages/default.aspx

http://education.ky.gov/districts/tech/sis/Documents/DataStandardEarlyGraduation.pdf

English Learners (EL) Data Cleanup
Begins at 10:50 a.m. (EDT)

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Access Code: KDEData

English Learners (EL) Data Cleanup

Gary Martin
EL (Title III) Consultant
ONGL-Division of Learning Services
Diverse Learners Branch

Topics

- LEP Extract
- Critical Errors
  - Service Type
  - Instructional Accommodations
  - Home Language
- Duplicate LEP students
- LEP Student Transfer
- Exited EL Students

KY State Reporting >LEP Extract

Generating the Report

There are errors and/or warnings in the extract (See below) [Click Here] to generate the reports

Error/Warning Table of Contents: (If warning/error count is 0, there are no warnings/errors to report.)

Critical Error: The following records do not have a selection of at least one LEP Service type which overlaps the date range specified in the extract editor. These students will NOT be included in the LEP extract. (Number of Records: 0)

Critical Error: The following records do not have a selection of Instructional Accommodation. These students will NOT be included on the LEP extract. (Number of Records: 0)

Critical Error: The following records have a Home Language selection of 0400: English. These students will NOT be included on the LEP extract. (Number of Records: 0)

Warning: The following records have a Home Language selection of 1630: Other. The students will be included on the LEP extract. (Number of Records: 0)

Warning: Home Primary Language is set to Native American, but Native American Language is not selected. These students will be included on the LEP extract. (Number of Records: 0)

Warning: Native American Language is selected, but Home Primary Language is not set to Native American. These students will be included on the LEP extract. (Number of Records: 0)

Correcting LEP Service Type Critical Errors

LEP Services
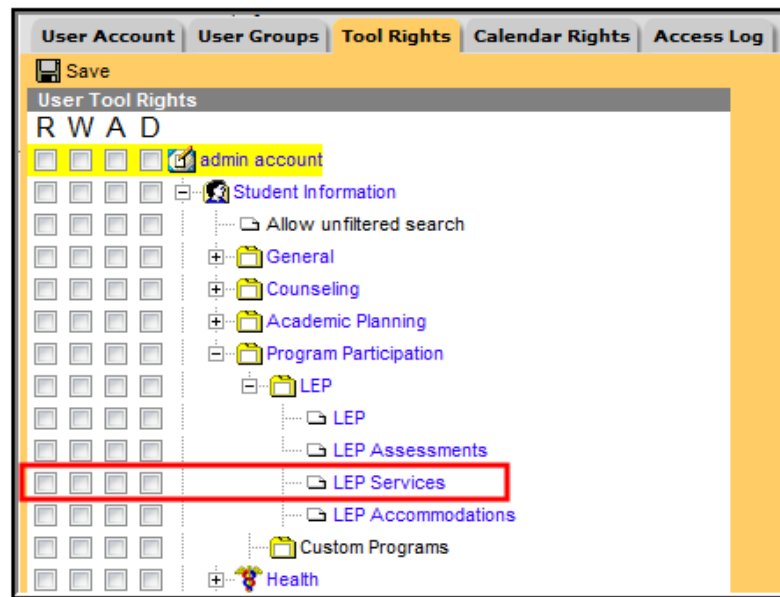
Program Participation> LEP> LEP Services> Detail Editor

LEP Start Date

LEP Service Type

Parent Refuses Services

End Dating LEP Services

Correcting Accommodations Critical Errors

LEP Accommodations
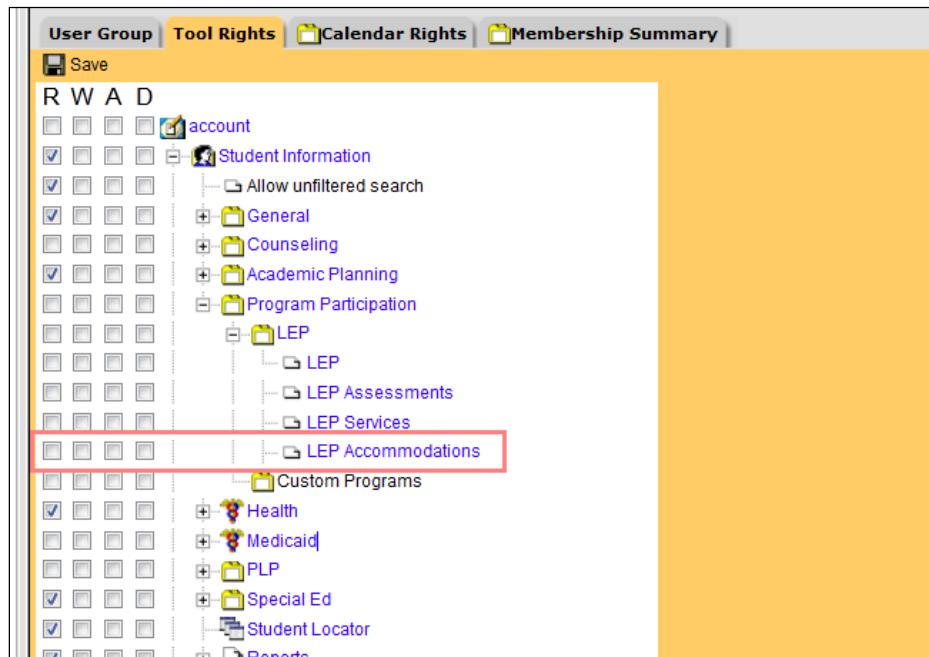
Program Participation> LEP> LEP Accommodations> Detail Editor

LEP Accommodations Start Date

LEP Accommodation Type

Gary Martin

End Dating Accommodations

Home Language Errors/Warnings

Critical Error: The following records have a Home Language selection of 0400: English. These students will NOT be included on the LEP extract. (Number of Records:2)

SchoolNumber	SchoolName	StateStudentID	LastName	FirstName	MiddleInitial
023	Knox County Middle School	27823	JACKSON	JEREMIAH	
430	Jesse D Lay Elementary School	30088	CRISTOBAL	EDDIE	A

Warning: The following records have a Home Language selection of 1630: Other. The students will be included on the LEP extract. (Number of Records:1)

SchoolNumber	SchoolName	StateStudentID	LName	FName	MiddleInitial
410	Knox Central High School	2032	MARICLE	JOHN	B

Critical Error: Home Language 0400: English (will not pull data)

Warning: Home Language 1630: Other (will pull data)

Census> People

Home Primary Language

Home Primary Language

Date Entered U.S.

LEP Extract

Error/Warning Table of Contents: (If warning/error count is 0, there are no warnings/errors to report.)

Critical Error: The following records do not have a selection of at least one LEP Service type which overlaps the date range specified in the extract editor. These students will NOT be included in the LEP extract. (Number of Records: 0)

Critical Error: The following records do not have a selection of Instructional Accommodation. These students will NOT be included on the LEP extract. (Number of Records: 0)

Critical Error: The following records have a Home Language selection of 0400: English. These students will NOT be included on the LEP extract. (Number of Records: 0)

Warning: The following records have a Home Language selection of 1630: Other. The students will be included on the LEP extract. (Number of Records: 0)

Warning: Home Primary Language is set to Native American, but Native American Language is not selected. These students will be included on the LEP extract. (Number of Records: 0)

Warning: Native American Language is selected, but Home Primary Language is not set to Native American. These students will be included on the LEP extract. (Number of Records: 0)

Do you want to open or save **LEP.csv** from **icuat.education.ky.gov**?   Open   Save   Cancel

Duplicate Removal

Duplicate removal

- The only way to edit LEP history is by deleting the current LEP record. If the LEP history is a duplicate, simply delete the current LEP record and use the one in the history.
- If it is not a duplicate, delete the current LEP, end date the LEP history, and then create a new LEP record with current information.

Duplicate removal

LEP	LEP Assessments	LEP Services	LEP Accommodations

💾 Save   ❌ Delete

Active LEP Record

*Program Status	LEP ▾
Identified Date	09/18/2012
Expected Exit Date	05/30/2017
Program Exit Date	

First Year Monitoring:
Second Year Monitoring:

Parent Notified	09/24/2012
Parent Declined	☐
Interrupted Schooling	☐

Transferred Services
Transferred Accommodations
Comments

Imported from 275 JEFFERSON COUNTY PUBLIC SCHOOLS

- Modified by: Roberts, Rebecca 08/22/2013 13:43

Census Information
To update read only fields, please go to Census->People->Identities

Home Primary Language:	1380: Spanish
First Entered US School:	10/14/2011

Records are the same.......current record and the one showing in LEP History. When you "delete" the current record – then the history record will populate to the current record....fixing the issue/duplicating error

LEP History
Status: LEP Identified: 09/18/2012 Exit:

Program Status	LEP
Identified Date	09/18/2012
Expected Exit Date	05/30/2017
Program Exit Date	
First Year Monitoring:	
Second Year Monitoring:	
Parent Notified	09/24/2012
Parent Declined	No
Interrupted Schooling	No
Comments:	Imported from 275 JEFFERSON COUNTY PUBLIC SCHOOLS

Transfer Documents – LEP

Releasing District & User

District	301 Knox County	Name	System Administrator	Username	admin
Release Date	10/12/2012	Work Phone		Email	administrator@knox.kyschools.us
Comments					

None.

Status: Records released.

Transfer Documents

- Transcript
- Census Contact Summary
- Extended Census Summary
- Enrollment History
- Schedule
- Attendance Period Detail
- Assessment Summary
- Behavior Summary
- Health Condition Summary
- Health Screening Summary
- Health Immunization Summary

- court report card
- Knox Central High School Current Trimester grade
- Knox Central Mid-Term
- Knox Central--Nine Weeks--current term only
- ~~IEP~~
- ~~Special Ed Evaluation~~
- ~~IEP Documents~~
- ~~PLP~~
- ~~PLP Documents~~
- LEP
- LEP Services
- LEP Accommodations

Data imports

- Transcript Import Wizard
- Extended Census Import Wizard
- Enrollment History Import Wizard
- Assessment Import Wizard
- Immunization Import Wizard
- Health Condition Import Wizard
- Health Screening Import Wizard
- ~~IEP Import Wizard~~
- ~~Special Ed Evaluation Import Wizard~~
- ~~Special Ed Documents Import Wizard~~
- ~~PLP Import Wizard~~
- ~~PLP Documents Import Wizard~~
- KY State Reporting Import Wizard
- LEP Import Wizard

Gary Martin

Student records Transfer

Releasing District & User

District	301 Knox County	Name	System Administrator	Username	admin
Release Date	10/12/2012	Work Phone		Email	administrator@knox.kyschools.us
Comments					

None.

Status: Records released.

Transfer Documents

- Transcript
- Census Contact Summary
- Extended Census Summary
- Enrollment History
- Schedule
- Attendance Period Detail
- Assessment Summary
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- Health Condition Summary
- Health Screening Summary
- Health Immunization Summary

- court report card
- Knox Central High School Current Trimester rade
- Knox Central Mid-Term
- Knox Central--Nine Weeks--current term only
- IEP
- Special Ed Evaluation
- IEP Documents
- PLP
- PLP Documents
- LEP
- LEP Services
- LEP Accommodations

Data imports

- Transcript Import Wizard
- Extended Census Import Wizard
- Enrollment History Import Wizard
- Assessment Import Wizard
- Immunization Import Wizard
- Health Condition Import Wizard
- Health Screening Import Wizard
- IEP Import Wizard
- Special Ed Evaluation Import Wizard
- Special Ed Documents Import Wizard
- PLP Import Wizard
- PLP Documents Import Wizard
- KY State Reporting Import Wizard
- LEP Import Wizard

Gary Martin

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Exited LEP Students

- Exit date for students that achieve score on ACCESS is 1st day of NEXT school year
- EXAMPLE:
  - Achieved exit score on ACCESS in January 2015
  - Exit date would be August 2015
- **If you use last day of school year or date of assessment, then student will NOT count in the end of the year LEP extract**

Contact and Resource Information

gary.martin@education.ky.gov

http://education.ky.gov/specialed/EL/Pages/default.aspx

Data Security Best Practices
Begins at 11:10 a.m. (EDT)

You can ask questions and interact with the presenters through GoSoapBox: http://app.gosoapbox.com
Access Code: KDEData

Data Security Best Practices

Robert Hackworth, Chief Security Officer, KDE
Office of Knowledge, Information & Data Services
Division of Engineering and Management

Security

- A belated thanks for coming! Because…
  - You could be anywhere, doing anything other than this (especially those joining via webcast)
  - Being the "Security Guy" is like being the "video camera" guy at a family reunion – everyone stiffens up and you never get a hug
  - Nobody likes talking about security or "incidents"
    - Until they realize they don't have any security or have had an "incident"
    - And by then, of course, it's WAY. TOO. LATE.
  - It's MUCH easier and cheaper to BE secure than it is to GET secure
- This is NOT a technical presentation. Let's worry about the BASICS for now.

My Presentation

1. Intro (already done!)
2. What is Security?
3. Let's Talk About Risk
4. House Bills 5 and 232
5. Data Security and Breach Notification Guide
6. Get the Basics Right
7. Wrap Up

Robert Hackworth

WHY? Do We Need Security?

- Confidentiality
  - Only the right people can see the data
- Integrity
  - The data are accurate and haven't been changed by an unauthorized person
- Availability
  - The data are there when you need them

Robert Hackworth

Security Follows Function
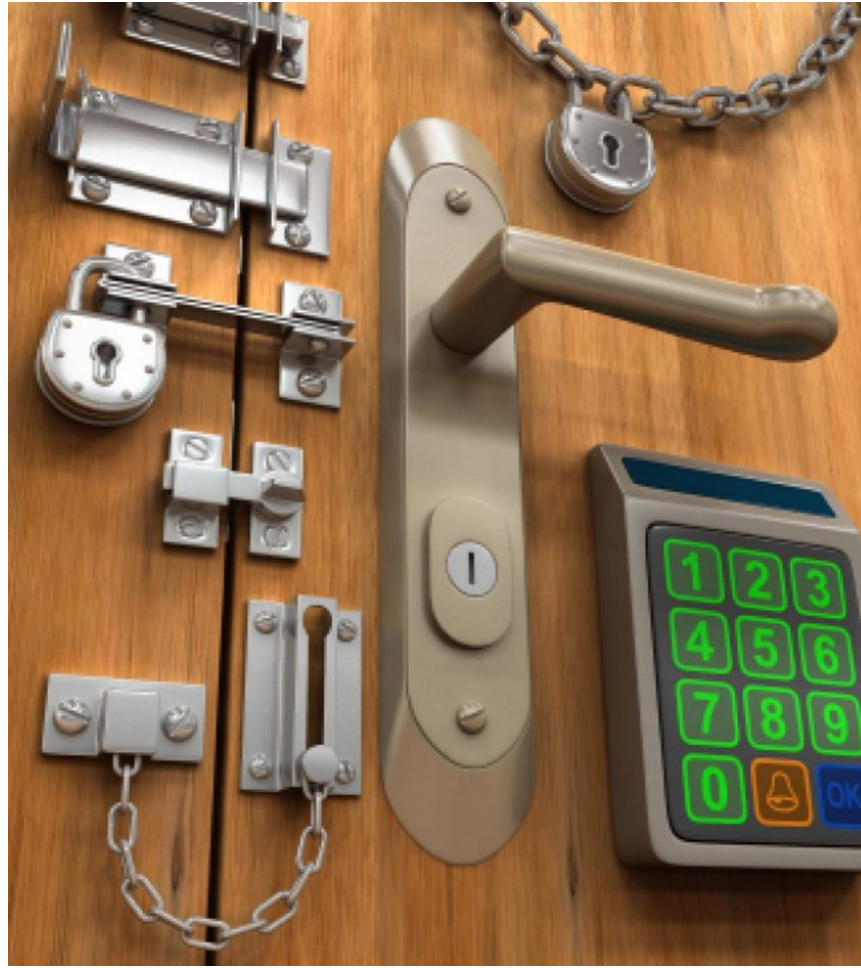
Um…

Most Secure Automobile in World

In 1916

"Cadillac V8 Cabriolet 1916" by Lars-Göran Lindgren Sweden - Own work. Licensed under CC BY-SA 3.0 via Wikimedia Commons
- https://commons.wikimedia.org/wiki/File:Cadillac_V8_Cabriolet_1916.jpg#/media/File:Cadillac_V8_Cabriolet_1916.jpg

Robert Hackworth

Life is Risky

- Most ~~Victims~~ Humans are BAD at Judging Risk

Do NOT Listen to the Kitten

Please Click on me.
I HAZ A SAD

LIES!!!

I NOW HAZ ALL YER DATAS!

Why is there So Much Risk?

- Times REALLY HAVE changed
- Because so much of our lives now depend on computers and networks
- Because so much of our lives are now captured on computers and networks - contacts, bank information, birthdays, SSNs…
- Because it's much easier, more profitable, and less risky to rob a computer than a bank

www.us-cert.gov/ncas/tips/st04-001

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Remember...
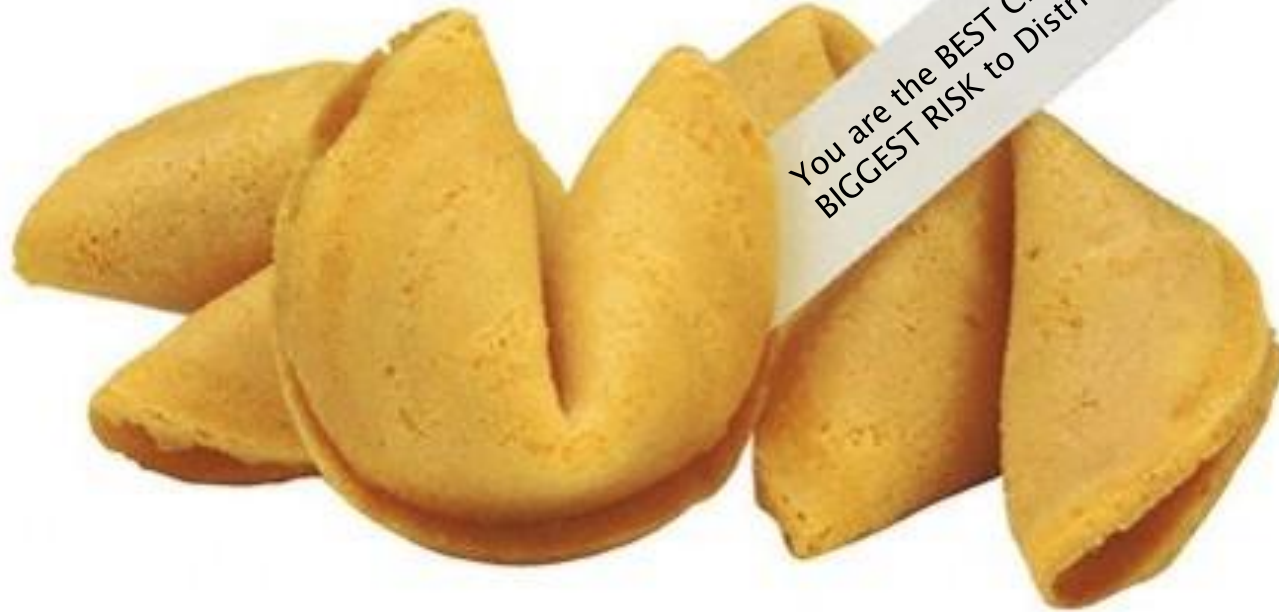
You are the BEST CHAMPION for and BIGGEST RISK to District security

House Bill 5 (KRS 61.931 et seq)

- Defines PII
- Requires state agencies, schools, districts and their contract holders to keep data secured
- Requires state agencies, schools, districts and their contract holders to report data breaches
  - Talk to your CIO, who has been highly briefed
  - House Bill 5 document with Highlighting
  - Important to anyone who shares data

House Bill 232 (KRS 365.734)

- Protects student data from misuse by vendors by limiting its use to educational purposes, unless otherwise agreed to in writing by the students' parents or as permitted by FERPA

- Defines "student data"
  - Contract language should be amended to ensure vendors understand their responsibilities
  - House Bill 232 document with Highlighting

Robert Hackworth

What Can I Do?

- Always secure your workstation

- Keep a strong password

- NEVER use the same password for multiple services

- Never give out a password

- Encrypt PII on portable drives

- Use good practices when e-mailing

- Use safe practices when browsing the Internet

- Report possible viruses immediately

- Realize that yes, WE ARE ALL targets (we have valuable data)

- Make cyber & physical security a REGULAR point of conversation in high-level meetings (ensure CIO/DTC is there, too)

KDE Resources

- Data Security and Breach Notification Best Practice Guide:
  - http://education.ky.gov/districts/tech/Pages/Best-Practice.aspx

- Data Privacy and Security
  - http://education.ky.gov/districts/tech/Pages/Data-Security-Privacy.aspx

Convenience vs. Security

- It's a tightrope

- Should we do NOTHING and have NO FUN just to be secure?

- Passwords do not exist for OUR CONVENIENCE. For us, passwords exist to protect our customers. Isn't that worth a little inconvenience? (think: car keys)

- ANY security is too much, UNTIL it isn't.
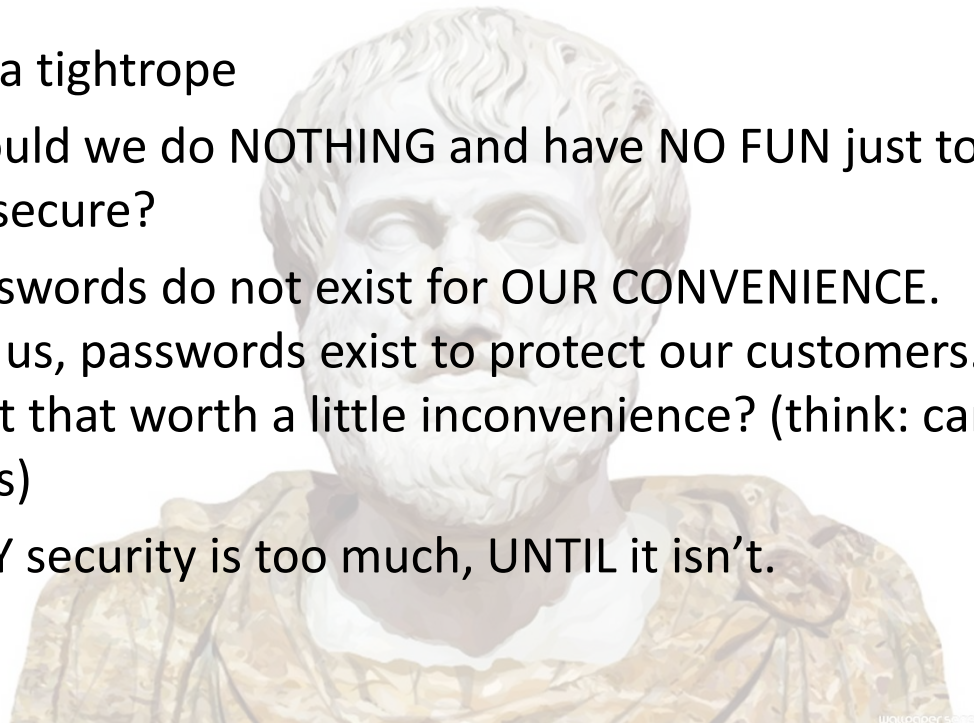
And Since I Have You Here…

Q: Do these questions seem familiar?

- What Is your favorite book?
- What is the name of the road you grew up on?
- What is your mother's maiden name?
- What was the name of your first/current/favorite pet?
- What was the first company that you worked for?
- Where did you meet your spouse?
- Where did you go to high school/college?
- What is your favorite food?
- What city were you born in?
- Where is your favorite place to vacation?

Robert Hackworth

Answer:

- These are the most popular password reset questions IN ADDITION TO being information we share on social media every day.

  - They are CONVENIENT.
  - They are really the opposite of security features.
  - They save companies, like banks, Amazon, etc., between $51 and $147 whenever you forget your password and need it reset.

- With the answers to these, I can MOST PROBABLY email Amazon, Apple, Chase, Twitter, etc. and steal your account/identity.

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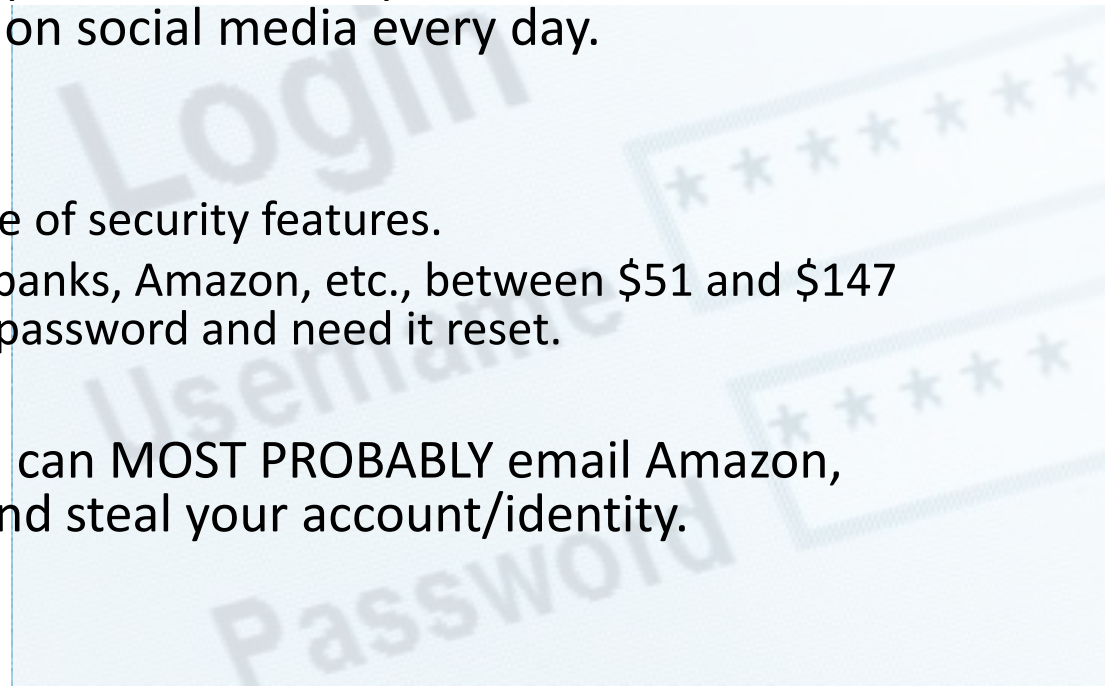
Final Thoughts

- When we are all connected, everyone is
  - A Target
  - Defense
- Any system can be breached

Us

Thanks a Bunch!

- Robert Hackworth
  - KDE Chief Security Officer/Guy
  - Robert.Hackworth@education.ky.gov

KTS Data Exchange: Proper Setup for Accurate Grade Sync
Begins at 1:00 p.m. (EDT)

You can ask questions and interact with the presenters through GoSoapBox: http://app.gosoapbox.com
Access Code: KDEData

KTS Data Exchange Project: Proper Setup for Accurate Grade Sync

Tanya Fluke, Systems Consultant IT
Office of Career and Technical Education
Division of Technical Schools and Federal Programs

Data Flow Chart

▸ The KTS Data Exchange Project is a secure transfer of data from the home high school to the technical school, and back.

▸ If set up properly, posted grades will sync from the technical school to the home high school.

Tanya Fluke
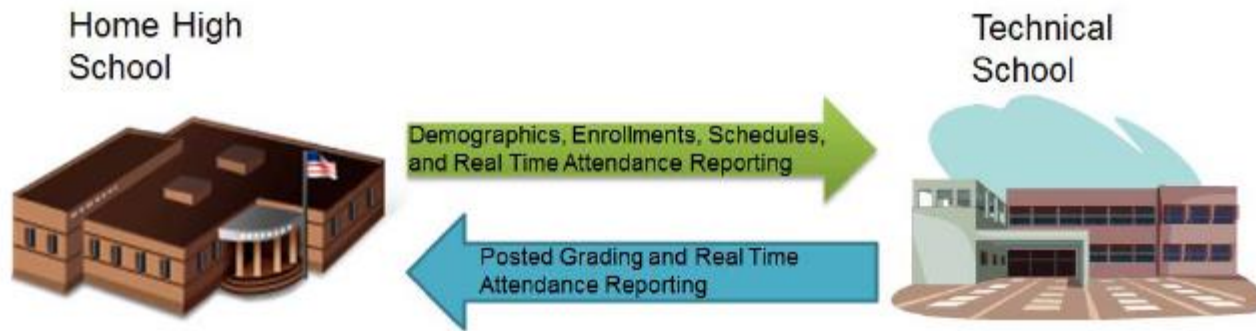
KTS Data Exchange
Course Creation Flow

Technical School

The course creation process must begin at the technical school.
{Scheduling > Add Course}
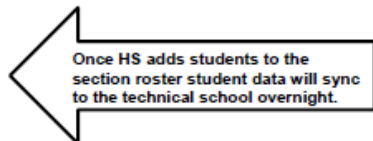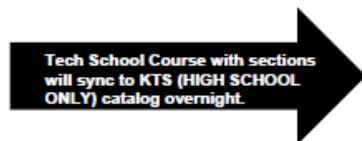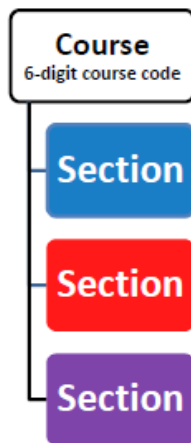
Home High School

High School will switch to KTS Course Catalog (HIGH SCHOOL ONLY)
{System Administration > Resources > Schools}
Pull courses into HS database which contain the correct 3-digit Tech School ID prefix.
{Scheduling > Add Course}

Course
6-digit course code

Section

Section

Section

Tech School Course with sections will sync to KTS (HIGH SCHOOL ONLY) catalog overnight.

Once HS adds students to the section roster student data will sync to the technical school overnight.

Course/Section
13-digit course code

HS Create ONE section

Course/Section
13-digit course code

HS Create ONE section

Course/Section
13-digit course code

HS Create ONE section

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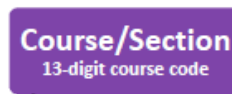
Course Numbering and Scheduling

Explanation of Course Codes for KTS — Campus Data Exchange

Course codes are a critical element used in the data exchange between technical centers and home high schools. As courses and sections are set up in the technical centers, the automated process adds identifiers to the course code and uploads each course to the KTS Course Catalog in the home high schools. A prefix and suffix are added to the state course code to create a unique 13-digit number that identifies the technical school, period and section of the course being taught. Example:

Technical school ID* + **State Course Code** + **Technical School Period Number** + **Technical School Section Number**

714480503P103

The above technical course code represents a course that is being taught at Jessamine County ATC and is indicated by using the *Technical Center ID: **(714)**. The name of the course is Basic Welding and indicated by the state course code **480503**. The period the course will be taught is period one, and indicated by **P1**. The section in which the course is taught is section three, and indicated by **(03)**.

[High School Course Setup Document]

Course Catalogs

⊕ New Course Catalog   ⊕ New Course Master

Course Catalogs
- Elementary Catalog
- HS Catalog
- KTS Project Course Catalog
- KTS Project Course Catalog (tech school use ONLY)

Tanya Fluke

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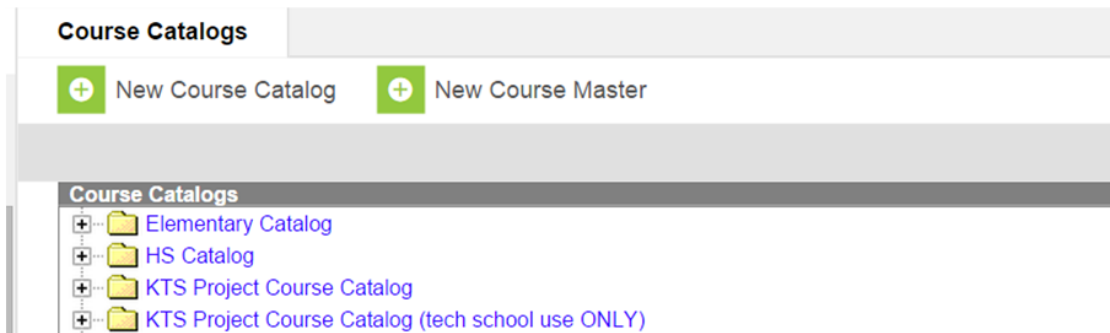
Grading Setup and Syncing

Grading Tasks

⊕ New   ⊕ New One-time Task

Grading Tasks
- Final Exam
- Final Grade
- Semester
- Six Weeks Grade
- Trimester
- Mid-Term Progress
- Nine Weeks Grade
- CTE Term Grade
- CTE Final Grade

Score Groups & Rubrics

🖫 Save   ⊗ Delete   ⊕ New Score Group   ⊕ New Rubric

Score Groups & Rubrics Editor

Name	Type
AP STANDARDS BASED SCALE	Score Group
CTE Numeric	Score Group
HS Credit Standard Scale(MS)	Score Group
KCHS Standards Based Scale	Rubric
Perf-Virtual Courses	Score Group
Primary Scale	Score Group
Standard Scale	Score Group
Standards Based Scale	Score Group
Weighted Scale	Score Group

Score Group Detail

*Name

CTE Numeric

Score Group List Items Detail

	Sequence	Name	Score	Passing Score	Credit Coeff.	Minimum %	GPA Value	GPA Unweighted Value	GPA Bonus Points
✕	1	100	100	✔	1	99.5			0
✕	2	99	99	✔	1	98.5			0
✕	3	98	98	✔	1	97.5			0
✕	4	97	97	✔	1	96.5			0
✕	5	96	96	✔	1	95.5			0

[Grading Task Setup Document](#)

If using CTE Numeric Score Group, you must fill in GPA Values for Transcripts to post.

Tanya Fluke

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Important Grading Task Details

- For this project, only use the CTE Term Grade and CTE Final Grade grading tasks. The use of any other grading tasks will result in an unsuccessful sync.

- Only one Active Mask can be checked at a time.
  - Checking more than one will produce an error and an unsuccessful sync.

- You should use the <u>Grading Window</u> feature to change the Active Mask in mass. (Grading & Standards > Grading Window)

Active Mask Setup Example #1

➢ The Active Mask date range at the home high school must match the Active Mask date range at the technical school

➢ Example #1: If the date is October 4th and the grading period at the technical school is in Term 2, the Active Mask term that falls within the grading period at the home high school must be checked. If October 4th falls within the Term 1 grading period at the home high school then that is the Active Mask that should be marked for a successful sync.

Technical School

Grading Period Schedule Example:
Term 1: August 1 – October 1
Term 2: October 2 – December 1

Course Grading Task Detail	
Grading Task	
CTE Term Grade	
*Score Group	
CTE Numeric	
Term GPA	Credit	Credit Type
1		
		Credit Overflow Override
Term Mask	☑ Term 1 ☑ Term 2 ☑ Term 3 ☑ Term 4
Active Mask	☐ Term 1 ☑ Term 2 ☐ Term 3 ☐ Term 4

Home High School

Grading Period Schedule Example:
Term 1: August 1 – October 15
Term 2: October 16 – December 15

Course Grading Task Detail	
Grading Task	
CTE Term Grade	
*Score Group	
CTE Numeric	
Term GPA	Credit	Credit Type
1		
		Credit Overflow Override
Term Mask	☑ Term 1 ☑ Term 2 ☑ Term 3 ☑ Term 4
Active Mask	☑ Term 1 ☐ Term 2 ☐ Term 3 ☐ Term 4

SUCCESS FOR
KENTUCKY DEPARTMENT OF EDUCATION

Active Mask Setup Example #2

➢ The Active Mask date range at the home high school must match the Active Mask date range at the technical school.

Example #2: If the date is October 4th and the grading period at the technical school is in Term 2, the Active Mask term that falls within the grading period at the home high school must be checked. If October 4 falls within the Term 2 grading period at the home high school then that is the Active Mask that should be marked for a successful sync.

Technical School

Grading Period Schedule Example:
Term 1: August 1 – October 1
Term 2: October 2 – December 1

Course Grading Task Detail	
Grading Task	
CTE Term Grade	
*Score Group	
CTE Numeric ▼	
Term GPA	Credit	Credit Type ▼
1		Credit Overflow Override ▼
Term Mask	☑ Term 1 ☑ Term 2 ☑ Term 3 ☑ Term 4
Active Mask	☐ Term 1 ☑ Term 2 ☐ Term 3 ☐ Term 4

Home High School

Grading Period Schedule Example:
Term 1: August 1 – October 1
Term 2: October 2 – December 1

Course Grading Task Detail	
Grading Task	
CTE Term Grade	
*Score Group	
CTE Numeric ▼	
Term GPA	Credit	Credit Type ▼
1		Credit Overflow Override ▼
Term Mask	☑ Term 1 ☑ Term 2 ☑ Term 3 ☑ Term 4
Active Mask	☐ Term 1 ☑ Term 2 ☐ Term 3 ☐ Term 4

Support

- Campus Community
- KTS Data Exchange webpage
- ktssupport@education.ky.gov

KTS Attendance Processing from The High School Perspective
Begins at 2:00 p.m. (EDT)

You can ask questions and interact with the presenters through GoSoapBox: http://app.gosoapbox.com
Access Code: KDEData

KTS Attendance Processing from the High School Perspective

Tanya Fluke, Systems Consultant IT
Office of Career and Technical Education
Division of Technical Schools and Federal Programs

KTS Attendance Report

Tool rights for the KTS Attendance Report must be granted at the district level.
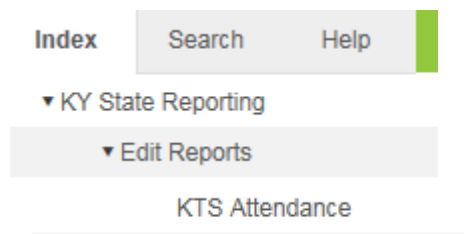
Documentation for the KTS Attendance Report can be found on the KTS Data Exchange webpage here.

KTS Attendance Report

- The home high school will use the **Technical School Attendance** section of this report to manually enter technical school student attendance information into their district database.
- Once the home high school enters attendance, both the technical school and the home high school will be able to view results under both Home High School Attendance and **Technical School Attendance** sections.
- Note the period schedule for each school is listed under each section to assist with accurate data entry at the home high school.

Home District (Carroll County) / Technical Center (Kentucky Tech System)

Attendance for ███/2014

Home School Attendance

SSID	Student	Grade	School	Period 2 07:55-08:52	3 08:52-09:46	4 09:46-10:40	5 10:40-12:06	6 01:03-01:57	7 01:57-02:50	8 01:57-02:50	Check In/Out	Comments
1	A	11	CARROLL		A U	A U						
1	B	11	CARROLL		A E						In 09:20	dr. note
1	B	09	CARROLL				A U					
1	B	10	CARROLL COUNTY HIGH SCHOOL				A E				In 08:02 Out 08:41 In 11:30	court
2	C	11	CARROLL		A E	A E						
1	D	10	CARROLL COUNTY HIGH		A E						Out 08:45 In 09:40	court
1	F	a 12	CARROLL				A E	A E	A E	A E		
1	G	09	CARROLL							A U		
1	H	12	CARROLL				A E				Out 10:30	
1	H	11	CARROLL		A U	A U						
1	J	10	CARROLL				A E				Out 10:52	
1	K	09	CARROLL				A U					
1	K	09	CARROLL							P X		
1	M	11	CARROLL				A U					
1	N	12	CARROLL				A E	A E	A E	A E	Out 10:25	
1	N	10	CARROLL				A U					
1	P	09	CARROLL							A U		
1	R	11	CARROLL		A U	A U	A U					
1	T	09	CARROLL							A E	Out 01:00	North Key

Technical School Attendance

S	Student	Grade	School	Period 2 08:30-09:42	3 09:46-10:36	4 10:40-11:30	5 12:00-12:59	6 01:03-01:53	7 01:57-02:50	Check In/Out	Comments
1!	F	sa 12	Carroll County				A	A	A		
1!	H	12	Carroll County				A	A	A		
1!	N	12	Carroll County			A	A	A	A		
1!	R	11	Carroll County	A	A						

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Methods of Attendance Entry & Modification

▸ **Teacher Entry through Period Attendance**

- ◦ Not a valid method at home high school with KTS Project

▸ **Classroom Monitor**

▸ **Daily Attendance Screen**

- ◦ Typically used to modify attendance data that has already been entered

▸ **Attendance Wizard**

- ◦ Recommend using ad-hoc query to filter technical school students

▸ **Attendance Tab**

Classroom Monitor

- Navigate to **Index** > **Attendance** > **Classroom Monitor**
- The Classroom Monitor is used to verify teachers are taking attendance every period. Classes displayed in green show attendance was recorded; classes in pink show attendance was not recorded. All teachers, even those with 100% perfect attendance, should click **Save** for every class they teach.
- Because of the nature of the KTS Data Exchange project, technical school courses will never change from pink to green unless manually modified by the attendance clerk.
- The Office of Administration and Support at KDE is aware and has communicated this to attendance auditors.

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Daily Attendance

▸ The Daily Attendance Screen:
- **Attendance** > **Daily Attendance**
- Provides one place to view all students marked absent daily.
- The date can be changed showing students marked absent on another day.
- Attendance clerks can edit a student's attendance from this screen.
  - Click blue **Details** link in front each student's name to view the Person Summary Report.
  - Click the **student's name** to view Daily Attendance.
  - Click **Attendance Code** to edit the student's attendance.
  - The Summary Report and Caller Report provide information for all students for the entire day.

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Technical School Student Ad-Hoc Query

▸ This ad-hoc query will assist attendance clerks with using the Attendance Wizard for attendance data entry for technical school students.

Technical School Student Ad-Hoc Query

1. Name your query
2. Select these *fields*:
   - Demographics > *lastName*
   - Demographics > *firstName*

3. Select this *field*:
   - Learner > Schedule > Course/Section >*courseNumber*
4. Click *Next*

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Technical School Student Ad-Hoc Query

- For the *field*:
  Learner > Schedule >
  Course/Section > *courseNumber*
  Select "STARTS WITH" for the Operator
- Enter the correct Tech ID number in the Value field
  - o To locate the proper Tech ID click here.
- Click Save or Save & Test
- You can also save the query in the KTS Data Exchange User Group to allow others to use the query.

Query Name: Technical School Students

Short Description:

Long Description: [+]

Filter the data

	ID	*Field	Operator	Value
✕	1	student.lastName		
✕	2	student.firstName		
✕	3	courseSection.courseNumber	STARTS WITH	ENTER TECH ID NUMBER HERE

Add

Logical Expression (Optional):

If logical expression is left blank, all operators will be applied.
Allowed symbols: AND OR NOT ( ) IDs
Example Syntax: (1 AND (2 OR 3) AND 4 AND (NOT 5 OR 6))

Save To: ◉ User Account
          Folder: /
          ○ User Groups

Save   Save & Test

Attendance Wizard

Attendance > **Attendance Wizard**
Attendance Wizard is used to:
- Mark all 1ˢᵗ period Unknown attendance as Unexcused absences.
  - ➢ This will capture any accidental teacher marked 1ˢᵗ period tardies.
- Process attendance for multiple students such as late bus and field trip.
- Process attendance that is based on a date range.

Pro: Quickest way to validate attendance.
Con: Easy to overwrite existing attendance (*be careful*)

Attendance Wizard Layout

Tanya Fluke

Attendance Wizard Layout

▸ The Attendance Wizard has 3 sections:
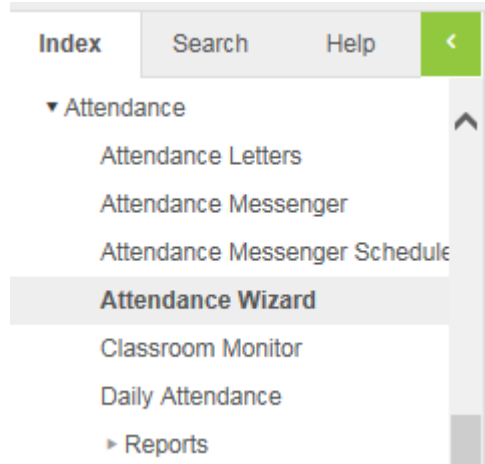
1. Student Information

   • This is where you can search for the students you are processing attendance for by entering Last Name, First Name, Grade, SSN, or Student Number; or by using an Ad Hoc Filter you have previously created.

   • Enter student criteria and click **Search** to see all students matching the criteria, (OR)

   • Select an Ad Hoc Filter and click **Search**.

     • This is where you can use the Technical School Student Ad-Hoc Query you just created.

   • You can search for part or all of a student's name.

   • You can use a combination of fields (i.e. Last Name and Grade)

Attendance Wizard Layout

2. Attendance Information
   - In this section, you will search for the students you need to process attendance for based on existing attendance records.
   - The most common example of this is turning all 1st period Unknown attendance into Unexcused Absences.
   - After searching for students, using either Student Information or Attendance Information, all students matching the criteria display in the Search Results section to the right.

Attendance Wizard Layout

3. Input Attendance Information and Click Save.

Changing Unknowns into Unexcused Absences

- If a student is not present when first period begins, the teacher is to mark the student absent. Even if the student shows up late with a tardy slip, the teacher is to mark the student absent. The Attendance Clerk will go in and modify tardy attendance later to be accurate.

- The Attendance Clerk will use the Attendance Wizard to turn all 1st period Unknown attendance into Unexcused Absences. This process is known as "validating/reconciling" attendance.

- For the case of Technical School Attendance, the attendance clerk will want to use the KTS Attendance Report and the Technical School Student Ad-Hoc Query to enter 1st period attendance through the Attendance Wizard.

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Processing Technical School Attendance using the Attendance Wizard

▸ For the case of **Technical School Attendance**, the attendance clerk will want to use the KTS Attendance Report in conjunction with the Technical School Student Ad-Hoc Query to manually enter 1st period attendance through the Attendance Wizard.

▸ This will be the quickest method of entry for **Technical School Attendance**.

Student Attendance Tab

- The student's attendance tab contains all information pertaining to a student's attendance.
- Search for student and navigate to **Student Information** > **General** > **Attendance tab.**

- The student's Attendance tab contains these options:
  - ◦ **New:** Creates a new attendance event.
  - ◦ **Period Detail:** Generates student attendance report with period detail.
  - ◦ **Daily Detail:** Generates student daily attendance detail report.
  - ◦ **Attendance Profile:** Generates a report of the student's accumulated attendance for the full year.

Support

- [Campus Community](#)
- KTS Data Exchange [webpage](#)
- ktssupport@education.ky.gov

2015–16 Dropout Report (SY 2014–15 data)
Begins at 2:45 p.m. (EDT)

You can ask questions and interact with the presenters through GoSoapBox: http://app.gosoapbox.com
Access Code: KDEData

2015-2016 Dropout Report (2014-2015 School Year Data)

Tina Logan, DBA IT and David Curd, DBA IT
Office of Assessment and Accountability
Division of Assessment and Design Implementation

Agenda

- We will cover the submission of the 2015-2016 Dropout Data Collection for the 2014-2015 School year.
  - How to run the state dropout report in Infinite Campus
  - SDRR Dropout preview
  - Contact Information

Reminders

- As was the case last year, there is no longer a Nonacademic Report (Dropout, Retention and Transition to Adult Life). Three separate reports for this data have been created. This document details submission for Dropout data only. Contact information for Retention and Transition data can be found on the last slide in this presentation.

- Districts review their dropout data through the Infinite Campus (IC) State Dropout Report. After the due date of November 1, the preliminary dropout data will be loaded to the Student Data Review and Rosters (SDRR) application for final data review. Requested data exceptions, such as a change of accountability to state, will be handled through SDRR change requests.

Running Dropout Report

- Choose KY State Reporting, Dropout Report
- Year at top left set to 15-16
- Select Calendar- Leave set to Active Year. This will pull the 14-15 school year data.
- Choose schools (can click on all or multiple schools by clicking on alt plus school)
- Submit to Batch

Tina Logan

Dropout Report, Submit to Batch

Tina Logan

Dropout Report, Submit to Batch cont.

Extract Options

Format [State Format (CSV) ▼]

☐ Select All

[Submit to Batch]

Select Calendar

Which calendar(s) would you like to include in the report?

🔘 active year   ⚪ previous year

15-16
15-16 Adair County District Of
15-16 Adair County Elementary
15-16 Adair County High School
15-16 Adair County Middle Scho
15-16 Adair County Primary Cen
15-16 Adair Youth Development

Success   ✖

Your request will be put in the queue, you will
receive notification in process inbox when
the report is completed.

[OK]

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Tina Logan

Batch queue– Download File

You will find the status under System Administration, Batch Queue, Batch Queue Admin

Dropout Report– Batch Queue

- Refresh report until Status says Completed (Status will go from queued to processing to completed when done).

- Once report is ready, click Get the Report to download your file for review under the Download column.

Dropout Review– SDRR

After November 1, preliminary data will be loaded to SDRR for review.

Data Review	Rosters	Cohort	Access	CCR Scores
Status: **CLOSED**	Status: **OPEN**	Status: **OPEN**	Status: **OPEN**	Status: **OPEN**
Student Listing Change Listing Transfers Listing Download Go to Data Review	Student Listing Change Listing Transfers Listing Download Go to Rosters	Student Listing Change Listing Download Go to Cohort	Student Listing Change Listing Transfers Listing Download Go to Access	Student Listing Change Listing Download Go to CCR

Dropout	
Status: **OPEN**	
Student Listing Change Listing Download Go to Dropout	

Tina Logan

SDRR– Student listing

Tina Logan

Dropout IC Report and SDRR Documentation

- When the updated Dropout guidelines and the SDRR User manual are posted, District Assessment Coordinators will be notified in the Monday DAC Email.

- Districts typically start reviewing the Dropout data between October 1st and October 31st through the IC State Dropout Report. Preliminary Dropout Data will be pulled after the November 1st deadline and viewable through SDRR. Data will be available for review and ticket submission for 10 days prior to final data is extracted from IC State.

Tina Logan

Contact Information

- Dropout Report
  - Tina Logan: tina.logan@education.ky.gov, (502) 564-9853 ext. 4740 or via Lync
  - David Curd: david.curd@education.ky.gov, (502) 564-9853 ext. 4744 or via Lync

- Retention Report
  - Windy Newton with the Division of Student Success at (502) 564-4772 or via Lync

- Transition Report
  - Kiley Whitaker with the Division of Technical Schools and Federal Programs at (502) 564-3472

Wrap-up
Begins at 3:15 p.m. (EDT)

You can ask questions and interact with the presenters through GoSoapBox: http://app.gosoapbox.com
Access Code: KDEData